



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-LT

80th ASG (NSSG) Policy # 055-01

DEC 2 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Travel Procedures (CONUS)

1. Personnel desiring to go on emergency leave must contact the S1 at their location; the Personnel Sergeant will counsel the soldier to proceed to SATO Travel. The emergency leave ticket will be to the first point of entry into CONUS; afterwards, the member must pay for onward travel to home of record/emergency leave location.
2. SATO will immediately contact the traveler or traveler's element point of contact to obtain information such as date desired for travel, final destination, number of passengers, and social security number.
3. Once the flight reservation is confirmed, SATO will provide the traveler with the necessary information. The traveler will pick up the tickets at the airline ticket counter at Brussels International Airport or Schipol International Airport, if living in The Netherlands.
4. The proponent of this policy is the Transportation Division, 80th ASG (NSSG). Any questions may be directed to the 80th ASG (NSSG), DSN 361-6104, to the 254th BSB Travel Office, DSN 360-5481, and to NSA Travel Office, DSN 365-9702.

TIMOTHY J. QUINN
COL, MI
Commanding

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